

August 30, 2017



Prometric - Conshohocken, PA

Test Center Administrator

\$12 an hour - Part-time

Apply at: <https://www.indeed.com/cmp/Prometric/jobs/Test-Center-Administrator-536202866a1a7584?q=part-time+jobs>

The Test Center Administrator works in a fast-paced professional Test Center setting to ensure the integrity of our testing services by proctoring and controlling the computer based test center environment. This will include greeting candidates, verifying candidate's identification, monitoring the examination process and maintaining Prometric policies and guidelines. The Test Center Administrator will uphold Prometric's standard for integrity by providing clients with a secure and clean testing location that enables our clients to pursue their testing needs in controlled and comfortable environment.

The position is a part time position working Saturdays.

Responsibilities include but are not limited to:

- *Controlling test area by maintaining a working knowledge of policies, practices and procedures
- *Greet examinees and verify identification
- *Monitor candidates as they complete their exams
- *Resolve candidate issues or report them to the appropriate supervisor
- *Protect security of all computer software in the Test Center

Job Type: Part-time

Salary: \$12.00 /hour

Required education:

High school or equivalent

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Approved For Posting
Office of Student Life
